

AIM User Id and Password Administration

- Employee must exist on file. To create an employee go to /Screens Menu/Employee and pull up any employee from the quick find window and hit “Insert” button on tool bar.
- Check and make sure Employee screens allowed to visit are correct, a new employee has access to no screens by default until an administrator assigns them. This can be done by clicking on /Screens/Menu/Employee, selection the employee of choice and clicking on the “Employee Defaults” button. The Program Access section is the area pertaining to this change. Hit “Save” button after modifications and before closing the Employee screen.
- Close employee window so that AIM is still open but middle of screen is blank.
- To assign or modify user id and password go to /Options Menu/Change Password



- Hit the “Select” button and double-click on the employee of choice.
- Using the mouse, enter a check mark in the “Add/Change User Id” check box.
- Choose / decide user id and enter it in the “Modify Password for User” field.
- Enter the current password of the current logon session (not of the current user id selected)
- Choose / decide new password and enter it for the selected user id.
- Reenter new password.
- OK and a small confirmation message window should appear.
- Cancel button